Frequently Asked Questions

General Reporting Questions

1) What is the timeline for submitting reports?

Initial reports are required to be submitted within **24 hours** of the incident. However, in the case of a death, the initial report is required within **6 hours**. Until a report is submitted as final, a supplemental report is required every 30 days following the submission of the initial report.

2) When is a report required? Can you give me some examples?

- Death, or serious injury or illness (e.g., epidemic, hospitalization, emergency room treatment or surgery, reaction to medication/immunization)
- Indication that a student is a danger to himself or others
- Inappropriate sexual behavior
- Incident requiring police involvement
- Incident involving illegal activity
- Arrest of current student or on-duty staff member
- Motor vehicle accident involving injuries or damage to a center vehicle
- Theft or damage to center, staff, or student property
- Incident threatening to close down the center or disrupting the center's operation
- Physical assault
- Incident attracting potentially negative media attention

(The above list is not intended to be an exhaustive list of reportable incidents. It is only intended to give users a guide for determining when an incident is considered significant. Consult the Appendix in the User's Guide for further details.)

**A significant incident should be reported regardless of whether a student is off duty or off center, as long as the student is enrolled in Job Corps at the time of the incident.

3) Should I report an incident involving an off-duty staff member or former student?

Unless the incident attracts potentially negative media attention or includes other on-duty staff members or current students, SIRs should <u>not</u> be submitted that involve off-duty staff members or former Job Corps students. In the case of potentially negative media attention, a SIR should be submitted, but the staff member or former student should not be counted or listed as a perpetrator or victim. (The system will not allow the input of off-duty status for staff members.)

4) When is a report considered final?

Centers shall submit final reports when the Center Director considers the incident closed/resolved and all required information has been provided, including the final disposition of any students/staff members involved in the incident.

5) Do I have to enter separate initial and final reports?

If all required information has been provided at the time of the initial report and the center considers the incident closed/resolved (including the final disposition of any students/staff members involved in the incident), a final and initial report may be submitted simultaneously by clicking the "Initial and Final" button on the "New SIR" screen.

6) I am unable to submit a report online because of technology problems; how should I submit the report?

If a center is unable to access the SIRS website in order to submit a SIR within 24 hours (or within 6 hours in the case of a death), the SIR Back-up Submission Form should be sent by fax to (301) 608-3296 or by e-mail to SIR@humanitas.com, along with a short explanation for why the center was unable to submit the report online. This will allow the National Office to respond to the incident in a timely fashion. The SIR Back-up Submission Form is required for all manual submissions (fax, e-mail). The electronic version of the SIR Back-up Submission Form can be found in the SIRS Materials section on the SIRS website at www.jcsirs.org/training. A hard-copy SIR Back-up Submission Form is also provided on the SIRS Training website.

**As soon as access is regained to the SIRS website, the center is required to submit the SIR through the SIR website.

7) When and how do I use the SIR Back-up Submission Form?

The SIR Back-up Submission Form is to be used only in the event that a center cannot access the web-based system due to technical problems.

To ensure consistency in reporting, the SIR Back-up Submission Form has been formatted to look exactly like the web-based SIR System. Drop-down boxes have been inserted for fields that require a selection from multiple options (e.g., Primary Incident Code, Location of Incident) to limit reporting errors and ensure data validity. Secondary and tertiary codes must be manually entered. (See Exhibit 2 "Incident Coding Scheme" in the User's Guide for examples.) Six Victim/Perpetrator pages have been provided at the end of the Back-up Submission Form for reporting on individuals involved in the incident.

8) Who checks the significant incident reports for data entry/reporting errors?

The SIR Coordinator checks each report to ensure its validity and accuracy. Once reviewed, each submitted report will either be approved or edited to remove errors and then approved. Before a report is edited, an e-mail will be sent to the center's contact person informing them of the edit. If the center contact has questions about edits made, he/she may contact the SIR Coordinator to discuss the changes. If further information/clarification is needed from the center, the SIR Coordinator will remove the "Submit" status from the report and inform the center to correct the report. Once the necessary changes have been made, the SIR will need to be re-submitted.

Log-In Screen/Users

1) How do I obtain a user name and password?
Christine Phoebus, at 301-608-3290 ext. 309 or e-mail SIR@humanitas.com to obtain user names and passwords for new staff that will be completing online SIRs. User names/passwords will be sent to the new user via email. If the new user misplaces their username or password they should contact the SIR Coordinator to have it resent to them.

2) Who needs a user name and password?

Each employee who is responsible for submitting SIRs through the web-based system is required to have a unique user name and password. Upon initial entry into the system, users will be required to change their password to an 8-digit alphanumeric password of their choosing, which they will then use for the remainder of the program year.

3) What are the differences between Basic and Advanced Users?

- **Advanced Users:** These are users who may enter, approve, and submit a significant incident report. Each center must have at least two Advanced Users. An Advanced User can enter and submit a significant incident report to Job Corps National/Regional Offices without approval from the Center Director or another staff member.

- **Basic Users:** These are users who may enter information but may not approve/submit a significant incident report to Job Corps National/Regional Offices.

4) What User Type should I assign to center operator staff that will review/approve the SIR but will not submit the report?

Any users outside the center that needs to approve a report before it is submitted should be assigned the "Basic User" type, unless you want them to be able to send out the SIRs on the Center Director's behalf, or in the case of an emergency where center staff are not available to submit the report.

5) How long are passwords valid?

User IDs remain valid as long as the user continues to use the web-based SIR System. Passwords are valid for one program year, beginning July 1 and ending June 30. At the beginning of the new year, current users will be prompted to supply a new password. If a new username and password is requested in the middle of the program year, the password will still expire on June 30. A request for new user names can be submitted throughout the year, whenever there is a change in personnel. Centers can make requests to add new users by filling out a "SIRS User Update Form" located on the SIRS Training website.

Center and General Information Screen

1) What is the format for assigning SIR log numbers?

SIR log numbers should be listed in the xx-xxx format. The first two numbers represent the program year, which begins on **July 1** and ends on **June 30**. If an incident occurs in PY2005, the first two numbers should be 05. The last three numbers represent the sequential number of incidents occurring during a program year. The first incident in the program year is numbered 001; the second is numbered 002, and so on (e.g., if it were the first incident of the PY2005, the SIR log number would be 05-001). The system will prevent users from entering duplicate SIR log numbers by automatically entering the next sequential log number into the SIR log number field.

2) How do I delete a report once it has been saved?

If a report has been saved but not yet submitted, the SIR Coordinator is the **ONLY** one who can delete it. She may be contacted at Christine.phoebus@humanitas.com or 301-608-3290, ext. 309. If the report has not yet been saved, the report may be deleted by pressing the "Cancel" button on the "General Information" screen. Please be aware that pressing the "Cancel" button will delete the ENTIRE report, including all victims and perpetrators. Reports that have been submitted cannot be deleted.

3) What happened to the homicide primary incident code?

In the new system, *homicide* has been removed as a primary incident code and can now be found under *assault* as a secondary incident code. Any *homicide death* of a student should be reported as a *death* (primary incident code).

4) Who should be considered a Job Corp victim or perpetrator?

Job Corps students and staff who are involved in an incident **should** be included under the number of Job Corps victims/perpetrators. If a Job Corps individual witnesses an incident, but was not a part of the incident, he/she **should not** be included in the number of Job Corps victims and perpetrators involved in the incident. The system will only check the number of Job Corps victims/perpetrators reported against the number of victim/perpetrator records completed per SIR.

5) Should I report an Unknown or Non-Job Corps individual as a victim or perpetrator?

If an unknown or Non-Job Corps individual is involved an incident, he/she should **only** be included under the number of Non-Job Corps victims/perpetrators involved in the incident. For example, if three unknown individuals attack a Job Corps student, then the number of Job Corps victims is one and the number of Non-Job Corps perpetrators is three.

6) What are common mistakes in assigning an individual as a victim or perpetrator?

One of the most common mistakes is labeling a student who threatens or commits suicide as a perpetrator. A student who threatens suicide or attempts suicide is considered a victim. In addition, off-duty staff and former students should not be included in victim/perpetrator counts or labeled as victims or perpetrators.

Victim and Perpetrator Screen

1) I entered the Student ID number, but the other student fields did not fill in. What should I do?

First make sure that the Student ID number is filled in correctly and that there are no extra spaces. Sometimes it is necessary to re-enter the number. If after re-entering the Student ID number the information still does not populate the fields, fill in the missing information manually.

(Student ID numbers are 6 digits numbers assigned by Job Corps upon entry to the program. Social Security Numbers should NOT be provided).

2) What is SHIMS/OWCP status?

This defines the status of the case entered in SHIMS for an **injured** student. There are three filing instructions on the CA-1 Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Selecting one of the following determines the status of the case: 1) Student was not medically separated from the program; Place this form in Student's medical folder; 2) Forward this form to OWCP; and 3) First Aid Injury.

Additional Help

1) I can't find the answer to my question, what should I do?

If you have reviewed all of the training Christine Phoebus, for additional help.

Ms. Phoebus is available to answer your questions about the report content (incident code selection, delays in submitting SIRs, etc.). Her phone number is 301-608-3290 ext. 309 and e-mail is: Christine.phoebus@humanitas.com . In case of technical questions (log-in problems, difficulty entering information, etc.), the SIR Coordinator will direct your calls to technical support staff. Your calls and e-mails will be returned as quickly as possible to help ensure timely submission of the SIRs.